

The City of Beaverton is Hiring:

LIBRARY AIDE – BRANCH

Murray Scholls Branch

Application Deadline: October 12 2016, at 4:30 p.m. PDT

THE POSITION

The Library Aide-Branch position combines some essential functions of the Library Aide 1, Library Aide 2, and Library Reference Assistant classifications to provide efficient, professional, customer-oriented service throughout the library.

This position is 20 hours per week.



THE IDEAL CANDIDATE

Minimum Qualifications:

- High school diploma or GED
- Experience working with the public
- Exposure to clerical work
- Ability to pass reference check, background check and physical capacities test

Preferred Qualifications:

- Public library experience
- Experience with Polaris

RESPONSIBILITIES

Essential Functions Of The Job:

- Check library materials in and out of the library, register patrons for library cards, assist patrons with the use of library equipment
- Provide ready-reference assistance to locate materials for the patrons
- Shelve library books and materials in numerical or alphabetical order
- Assist with programs and presentations such as story times and tours
- Handle and process interlibrary loans
- Support and respect diversity in the workplace
- Other duties as assigned

Apply at BeavertonOregon.gov/jobs or at

City of Beaverton Human Resources Department

12725 SW Millikan Way

Beaverton, OR 97005

COMPENSATION

Salary Range: \$16.64 - \$22.30 per hour

Starting salary will be determined depending on relevant work experience. Employees who are assigned by the city to use their bilingual skills shall receive a differential of 4% above their base rate. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; and offers excellent health, dental, vision and life insurance coverage. This is a regular 0.5 FTE position, as such, some benefits are prorated.



ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. The city is growing and thriving but still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and was recently named one of the 50 best places to live in America by Money magazine. It is a diverse community of approximately 95,000 people where one-in-three residents are a person of color and 99 different languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.



Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

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